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All training materials prepared by the New Jersey Community Action Training Institute are briefly described in five sections of this catalogue. Sections are--training packages (syllabuses, curriculums, and schedules of each Institute training program, some with evaluations), training handbook, booklets, and brochures, case studies, discussion stimulators (problems designed to stimulate discussion during training programs), and miscellaneous training materials. Topics covered include preschool programs, housing, urban and rural manpower development, senior citizens, religious leadership, migrant education, welfare, consumer education, management information systems, health, and programs for the Spanish-speaking. Document includes a price list and order form. (aj)

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CATALOGUE OF TRAINING MATERIALS

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All training materials prepared by the Institute are briefly described in five sections of this catalogue. The catalogue code used to identify the materials is shown in the table of contents on the following page. Please use the code and the number when filling out the order blank that appears on the last page of this catalogue.

DECEMBER 1967

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##### TRAINING PACKAGES (Catalogue Code: TP)

1

Includes syllabuses, curriculums and schedules of each Institute training program listed. Evaluations are available for programs preceded by an asterisk (\*). Training materials used during a program are shown after the name of the program by its catalogue code number and are described in a later section of this catalogue.

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# TRAINING PACKAGES (TP)

## SYLLABUSES, CURRICULUMS AND SCHEDULES

A training syllabus, a curriculum and a schedule is available for each of the following programs. Evaluations are available for programs marked with an asterisk (\*). Materials that were used during a program are listed later on in the catalogue.

Use the order blank at the end of the catalogue to order the following syllabuses, curriculums and schedules by requesting TP (for Training Package) and the number of the program shown at the left. If more than one package is listed under a program, be certain that you specify which you want by adding A, B, C, etc.

### CATALOGUE NUMBER

### NAME OF TRAINING PROGRAM

TP-1-A

ADULT EDUCATION DEMONSTRATION -- A training demonstration for non-professionals working for local CAPs as neighborhood aides. The three-phase program was conducted by the following contractors who used different training approaches: Atlantic Human Resources, Inc.; Scientific Resources, Inc. (SRI); and Rutgers, the State University.

\*ATLANTIC HUMAN RESOURCES, INC.: The CAP for Atlantic and Cape May Counties, carried out the demonstration as part of its total community action efforts.

TP-1-B

\*SCIENTIFIC RESOURCES, INC. a private consulting firm used sensitivity training and other laboratory techniques.

TP-2

CAP DIRECTORS TRAINING SEMINARS -- A series of training seminars for 25 directors of rural and urban CAPs in New Jersey.

CAP BOARDS OF DIRECTORS TRAINING SEMINARS -- A series of training seminars for local CAP Board members in different parts of the State.

TP-3-A

\*BERGEN COUNTY COMMUNITY ACTION PROGRAM, INC.

TP-3-B

\*JERSEY CITY CAN-DO

TP-3-C

\*O.C.E.A.N. (COUNTY), INC.

TP-3-D

\*PASSAIC (CITY) CONFERENCE FOR ECONOMIC OPPORTUNITY

TP-3-E

SOUTHWEST CITIZENS ORGANIZATION FOR POVERTY  
ELIMINATION (SCOPE)

CATALOGUE  
NUMBER

NAME OF TRAINING PROGRAM

- TP-3-F \*MORRIS COUNTY BOARD OF TRUSTEES
- TP-3-G \*CAMDEN (CITY) COUNCIL ON ECONOMIC OPPORTUNITY  
NEIGHBORHOOD COMMITTEES
- TP-3-H BURLINGTON COUNTY BOARD MEMBERS
- (SEE TP-15-B) SPANISH-SPEAKING CAP BOARD MEMBERS

FISCAL OFFICERS TRAINING PROGRAMS

- TP-4-A&B \*FISCAL OFFICERS PROGRAM - No. \*1 & \*2
- TP-4-C A FISCAL SEMINAR FOR PATERSON TASK FORCE

HEAD START TRAINING PROGRAMS

- TP-5-A NEWARK PRE-SCHOOL I -- A cooperative teacher-  
nursery education program for Head Start teachers 1966.
- TP-5-B NEWARK PRE-SCHOOL II -- SUMMER 1967
- TP-5-C NORTHWEST NEW JERSEY CAP
- TP-5-D BERGEN COUNTY CAP

HOUSING TRAINING PROGRAMS

- TP-6-A HOUSING SPECIALIST TRAINING PROGRAM -- Training  
for housing specialists working for local com-  
munity action agencies.
- TP-6-B SCOPE (SOUTHWEST REGIONAL CAP) HOUSING  
SPECIALIST TRAINING PROGRAM
- TP-6-C \*HOUSING RELOCATION AIDES (A NEW CAREERS PROJECT)  
JERSEY CITY CAN-DO -- PHASE I
- TP-6-D ATLANTIC HUMAN RESOURCES HOUSING CODE ENFORCEMENT  
AIDES -- Training for enrollees of the Atlantic  
and Cape May Counties CAP Nelson Admendment Pro-  
gram.
- TP-6-E NEW YORK CITY RELOCATION AIDES PROGRAM -- A pre-  
service training program for aides hired by the  
City's Department of Relocation.

\*EVALUATIONS AVAILABLE

CATALOGUE  
NUMBER

NAME OF TRAINING PROGRAM

JOB COUNSELORS TRAINING PROGRAMS FOR NON-PROFESSIONAL  
EMPLOYMENT COUNSELORS. (SEE TP-16)

TP-7-A&B

JOB COUNSELORS PROGRAM -- No. \*1 & \*2

TP-8

MODEL CITIES TASK FORCE TRAINING -- A training for  
12 members serving on Governor Hughes' Task Force  
for the statewide Model Cities Demonstration.

NEIGHBORHOOD WORKERS TRAINING PROGRAMS -- Compre-  
hensive training programs for professionals and  
non-professionals staffing neighborhood and area  
service centers:

TP-9-A

\*\*HOBOKEN-EAST ORANGE NEIGHBORHOOD CENTERS

TP-9-B

\*JERSEY CITY CAN-DO NEIGHBORHOOD CENTER STAFF  
TRAINING

TP-9-C

\*MONMOUTH, MIDDLESEX MERCER COUNTIES NEIGHBOR-  
HOOD SERVICE CENTER AIDES - PHASE \*1 & 2

TP-9-D

NEWARK AREA BOARDS COMMUNITY ORGANIZERS

TP-9-E

OCEAN COUNTY AREA REPRESENTATIVES & NEIGHBOR-  
HOOD AIDES - PHASE 1 & 2

TP-9-F

\*\*PLAINFIELD (CITY), SOMERSET & UNION COUNTIES  
NEIGHBORHOOD WORKERS

TP-9-G

\*SOUTHWEST REGIONAL (CUMBERLAND, GLOUCESTER &  
SALEM COUNTIES) AND BURLINGTON COUNTY COMMUNITY  
ORGANIZERS (RURAL).

TP-9-H

\*ATLANTIC HUMAN RESOURCES, INC. (ATLANTIC AND  
CAPE MAY COUNTIES); "OPERATION OUTREACH".

TP-9-I

PASSAIC AND MORRIS COUNTIES CAP NEIGHBORHOOD  
AIDES

TP-9-J

PLAINFIELD AND ELIZABETH CAP COMMUNITY ORGANIZA-  
TION PROGRAM

TP-9-K

\*MONMOUTH COUNTY NEIGHBORHOOD AIDES

TP-9-L

MIDDLESEX COUNTY ECONOMIC OPPORTUNITIES CORPORA-  
TION NEIGHBORHOOD AIDES

\*EVALUATIONS AVAILABLE

\*ONE EVALUATION WAS PREPARED FOR HOBOKEN-EAST ORANGE  
and PLAINFIELD-SOMERSET-UNION TRAINING PROGRAMS



CATALOGUE  
NUMBER

NAME OF TRAINING PROGRAM

TP-9-M SOMERSET COUNTY CAP NEIGHBORHOOD AIDES

TP-9-N \*PASSAIC (CITY) AND MONTCLAIR CAP NEIGHBORHOOD  
CENTER AIDES and followup program.

TP-9-O BURLINGTON COUNTY CAP NEIGHBORHOOD AIDES

TP-9-P \*SOUTH JAMAICA (NEW YORK) COMMUNITY PROGRESS  
CENTER, INC. NEIGHBORHOOD WORKERS

TP-10 \*OEO CRASH TRAINING PROGRAM -- An orientation pro-  
gram for professional CAP workers in the northwest  
region of the United States

RELIGIOUS LEADERSHIP TRAINING PROGRAMS: SENT (SERVE  
EVERY NEIGHBORHOOD TODAY) -- Training seminars for  
clergymen and laymen of all faiths:

TP-11-A SENT - ATLANTIC CITY

TP-11-B SENT - CAMDEN

TP-11-C SEMINARIANS TRAINING PROGRAM - CAMDEN

TP-12 \*RURAL CAP TRAINING: NORTHWEST NEW JERSEY CAP  
(RATE) -- A training program for rural community  
action workers.

TP-13 \*RURAL MANPOWER DEVELOPMENT FIELD SUPERVISORS --  
A training program for people staffing the New  
Jersey Rural Manpower Development Program (RMDP)

SENIOR CITIZENS TRAINING PROGRAMS

TP-14-A \*NEWARK GOLDEN AGE PLAN -- A program for pro-  
fessionals staffing senior citizen centers in  
Newark.

TP-14-B ORANGE OPPORTUNITY CORPORATION SENIOR CITIZEN  
SERVICE CENTER STAFF

TP-14-C \*PROJECT FIND DIRECTORS -- With  
the National Council of Aging

TP-14-D \*PROJECT FIND AIDES, LOWER WEST SIDE (NEW YORK)  
COMMUNITY PROGRESS CORPORATION -- With the Na-  
tional Council of Aging

\*EVALUATIONS AVAILABLE

CATALOGUE  
NUMBER

NAME OF TRAINING PROGRAM

TP-14-E

MONMOUTH COUNTY CAP SENIOR CITIZENS MOBILIZATION  
TRAINING PROGRAM

SPANISH-SPEAKING TRAINING PROGRAMS

TP-15-A

\*SPANISH-SPEAKING COMMUNITY DEVELOPERS  
Numbers 1, 2, and 3 -- Training pro-  
grams for Spanish-Speaking community organizers  
working for local CAPS.

TP-15-B

\*SPANISH-SPEAKING CAP BOARD MEMBERS -- Special  
training in Spanish for members serving on local  
CAP Boards.

TP-15-C

\*CLUB SOCIAL BORINQUEN, VINELAND -- Training for  
Puerto Rican members of civic organization in  
southwest New Jersey area.

TP-15-D

PATERSON MULTI-LINGUAL CENTER, a delegate agency  
of the Paterson Task Force for Community Action--  
Training for Spanish-speaking neighborhood council  
center workers.

TP-16

AREA CAP COUNSELORS AND TRENTON UNITED PROGRESS, INC.  
TRAINING PROGRAM -- A series of training programs  
for CAP social service, placement and work experience  
counselors.

TP-17

\*WORK TRAINING (BLAZER) PROJECT -- A training program  
for non-professional instructors and supervisors of a  
pioneer work-training program in Newark.

TP-18

LABOR UNION AND CAP STAFF TRAINERS-- A training pro-  
gram for trade unionists and CAP staff workers as com-  
munity action trainers.

TP-19

MIGRANT TRAINING PROGRAM

TP-19-A

\*MIGRANT TRAINING PROGRAM -- A training program  
for Southwest Regional (SCOPE) CAP Staff members  
serving more than 1,000 migrant workers camps in  
Salem, Gloucester and Cumberland Counties.

TP-19-B

MIGRANT EDUCATION TRAINING (MET) S.C.O.P.E.

\*EVALUATIONS AVAILABLE



CATALOGUE  
NUMBER

NAME OF TRAINING PROGRAM

- TP-19-C MIGRANT EDUCATION TRAINING (MET) for Monmouth, Middlesex, Burlington, Atlantic & Cape May Counties CAPs.
- TP-20 CAP PERSONNEL DIRECTORS - PHASE #1 & #2
- TP-21 \*TRENTON HUMAN RELATIONS COUNCIL SEMINAR
- WELFARE TRAINING PROGRAMS
- TP-22-A STATEWIDE TRAINING PROGRAM FOR WELFARE AIDES
- TP-22-B JERSEY CITY CAN-DO WELFARE AIDES -- PHASE #1 & #2.
- TP-22-C PATERSON WELFARE AIDES TRAINING PROGRAM -- A pre-service program for Scheurer enrollees hired by the Paterson and Passaic County Welfare Departments.
- TP-22-D \*WELFARE DIRECTORS AND CAP DIRECTORS SEMINAR REPORT -- A statewide program for county welfare directors and community action program directors.
- CONSUMER EDUCATION TRAINING PROGRAMS
- TP-23-A TRENTON UNITED PROGRESS, INC. (UPI) CONSUMER FRAUD TRAINING PROGRAM -- The Credit System; Phase #1 & #2.
- TP-23-B O.C.E.A.N. (COUNTY), INC. CONSUMER EDUCATION PROGRAM
- MANAGEMENT INFORMATION SYSTEMS (MIS)
- TP-24-A OPERATION MIST FOR NEWJERSEY COMMUNITY ACTION AGENCIES -- GROUPS 1, 2 and 3.
- TP-24-B OPERATION MIS FOR NEW YORK CITY COMMUNITY ACTION AGENCIES
- TP-24-C MIS TRAINING FOR DELAWARE COMMUNITY ACTION AGENCIES & NEW JERSEY STATE TECHNICAL ASSISTANCE OFFICERS

\*EVALUATIONS AVAILABLE

CATALOGUE  
NUMBER

NAME OF TRAINING PROGRAM

- TP- MANPOWER TRAINING PROGRAMS (Also see Rural Manpower Development Program, TP-13).
- TP-25-A MANPOWER TECHNICAL ASSISTANTS, NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS -- An in-service training program.
- TP-25-B MANPOWER MANAGEMENT SEMINAR SERIES FOR NEW YORK CITY NEIGHBORHOOD MANPOWER CENTER DIRECTORS
- TP-25-C SOUTH BRONX (NEW YORK) CONCENTRATED EMPLOYMENT TRAINING PROGRAM -- A pre-service program for field workers.
- TP-26 STAFF TRAINING PROGRAM FOR NEW JERSEY COMMUNITY ACTION TRAINING INSTITUTE -- PHASE\*1 & 2
- TP COMMUNITY ACTION PROGRAM (CAP) ADMINISTRATIVE STAFF TRAINING
- TP-27-A BERGEN COUNTY COMMUNITY ACTION PROGRAM, INC.
- TP-27-B NORTHWEST NEW JERSEY COMMUNITY ACTION PROGRAM (HUNTERDON, SUSSEX AND WARREN COUNTIES)
- TP-28 LEGAL SERVICES SECRETARIAL TRAINING PROGRAM -- An in-service program for secretaries staffing the Legal Services Division of Atlantic Human Resources, Inc.
- TP-29 RURAL COMMUNITY DEVELOPMENT TRAINING FOR VOLUNTEERS -- Training for a volunteer committee mobilizing residents in the Mays Landing area of Cape May County.
- TP-30 CAP - SECRETARIAL TRAINING PROGRAM, ATLANTIC HUMAN RESOURCES, INC.

## TRAINING HANDBOOKS, BROCHURES AND OTHER PRINTED MATERIALS

AVAILABLE AT COST. THE SINGLE COPY PRICE FOLLOWS EACH DESCRIPTION.

### CATALOGUE NUMBER

### TRAINING HANDBOOK (TH)

- TH-1 NEW JERSEY TENANT ACTION HANDBOOK, a guide to help poor people correct critical apartment house problems.
- TH-1-A ENGLISH EDITION -- 21 pages, illustrated, 75¢ per copy
- TH-1-B SPANISH EDITION -- 32 pages, 50¢ per copy
- TH-2 PUBLIC ASSISTANCE: RIGHTS AND RESPONSIBILITIES, a New Jersey welfare handbook written in non-technical language, 20 pages, illustrated, 75¢ per copy
- TH-3 USE A SURVEY TO FIGHT POVERTY, how to use survey information to solve particular poverty problems, includes sample surveys, 40 pages, illustrated, \$1 per copy
- TH-4 SO WHO NEEDS MONEY TO FIGHT POVERTY? a collection of low-cost, no-cost anti-poverty programs; includes a develop-your-own-low-cost program worksheet, 48 pages, illustrated, 25¢ per copy

### TRAINING BOOKLETS (TB)

The first five copies are free. The cost price of each additional booklet is shown below.

- TB-1 TAPES FOR COMMUNITY ACTION, suggestions on how local CAPs can use tape recordings, illustrated, 50¢ per copy
- TB-2 IT'S YOUR NEIGHBORHOOD, how to make your community a better place to raise your family, illustrated, 10¢ per copy
- TB-3 ABOUT "BLOCK CLUES", how citizens can organize for action, 10¢ per copy

## BROCHURES (B)

The first five brochures are free. The cost price of each additional brochure for B-2 to B-5 will be 5¢ per copy. Additional copies of HOW TO CONDUCT A COMMUNITY ACTION MEETING (B-1) can be obtained for 15¢ per copy.

### CATALOGUE NUMBER

- B-1 HOW TO CONDUCT A COMMUNITY ACTION MEETING, an illustrated guide and poster showing how to plan and conduct a community action meeting. (A training kit with materials that can be used with the brochure is also available. See MTM-16 in the list of Miscellaneous Training Materials on page of this catalogue.)
- B-2 WRITE TO YOUR CONGRESSMAN, a guide showing citizens how to write letters to their congressmen. (Developed, produced, and printed with non-federal funds. The Institute will pass requests for copies and payment to the printer.)
- B-3 TIPS ON HOW TO GET FEDERAL AID, prepared for local CAPs.
- B-4 TIPS ON HOW TO APPLY FOR A JOB, includes a sample job application and a job application dictionary.
- B-5 SENT (SERVE EVERY NEIGHBORHOOD TODAY), a description of a training program for clergymen and laymen of all faiths.

## CASE STUDIES (CS)

A case study presents a problem for trainees to solve. It is one of many training tools used by the New Jersey Community Action Training Institute in its skill-training programs for anti-poverty workers.

Each case study in this manual creates an imaginary situation involving true-to-life problems that community action workers must handle. There may be many different ways of solving the problem. Trainees are asked to determine the best way of handling the problem by discussing and investigating all possible solutions. It is through this problem solving that skills are increased and training takes place.

The first copy of each case study is free. Additional copies can be purchased for 5¢ per sheet. The number of sheets in each case study is shown below.

CATALOGUE NUMBER  
AND SUBJECT

TITLE OF CASE STUDY

COMMUNITY ACTION PROGRAMS (CAPs) AND NEIGHBORHOOD CENTERS:

- |        |  |
|--------|--|
| CS-1-A | A CAMEL IS A HORSE DESIGNED BY A COMMITTEE -- The wrong way to create a CAP Education Committee, 6 pages.                |
| CS-1-B | WANT AD FOR A NEIGHBORHOOD CENTER SUPERVISOR -- Staffing and program planning of a neighborhood center, 4 pages.         |
| CS-1-C | NEIGHBORHOOD AREA SERVICE CENTERS -- Organizing neighborhood centers for a tri-county community action program, 5 pages. |
| CS-1-D | PROGRESS CITY -- Organizing neighborhood centers for an urban community action program, 5 pages.                         |
| CS-1-E | NEIGHBORHOOD CENTERS AS A TOOL FOR COMMUNITY ACTION -- Mobilizing the community to help solve problems, 3 pages.         |
| CS-1-F | THE EARLY AIDE MEETS SUCCESS -- Neighborhood center aides plan and schedule a work day and a work week, 4 pages.         |
| CS-1-G | ORGANIZING A RURAL CAP -- Hostility and suspicion confront CAP organizers in Parker County, 3 pages.                     |

CATALOGUE NUMBER  
AND SUBJECT

TITLE OF CASE STUDY

CONSUMER EDUCATION:

- CS-2-A A CAR SWINDLE INVOLVING AN AUTO DEALER AND A FINANCE COMPANY -- A two-part case study involving a reprint of a story published in the newspaper of the Consumers Education and Protective Association of Philadelphia, 2 pages.
- CS-2-B THE HIGH COST OF MONEY -- A widow finds she can finance home repairs, 2 pages.

EDUCATION:

- CS-3-A URBAN CITY, NEW JERSEY -- A CAP meets the requirements of Title I of the Elementary and Secondary Education Act, 4 pages.
- CS-3-B PENNIES FROM HEAVEN -- A CAP Policy Committee plans the use of a \$20,000 gift for a Head Start Program, 6 pages.
- CS-3-C "CASOS COBRE EDUCATION" -- Four case studies in Spanish for Puerto Rican residents: 2 pages.
1. A Puerto Rican student arrives
  2. An adult cannot speak English
  3. Representation on the Board of Education
  4. The organization of the PTA
- CS-3-D "ARE DOCTORS, NURSES AND DENTISTS NEEDED IN HEAD START?" -- A child enrolled in Head Start needs medical care. 1 page.
- CS-3-E "WHAT IS THE ROLE OF A SOCIAL WORKER OR A PSYCHOLOGIST IN HEAD START?" -- Emotional problems plague a four-year-old child. 1 page.

HEALTH:

- CS-4-A HEALTH CLINIC: A CAP establishes a health clinic in a city with large poverty population and a high incidence of TB, syphilis, infant mortality. Program objectives services and budget are included. Based on Atlantic City, New Jersey, 7 pages.



CATALOGUE NUMBER  
AND SUBJECT

TITLE OF CASE STUDY

HOUSING:

- CS-5-A A CAP BECOMES CONCERNED ABOUT MIGRANT HOUSING. 2 pages
- CS-5-B AN URBAN RENEWAL CITY PLANS RELOCATION PROJECT. 2 pages
- CS-5-C A CITY'S SENIOR CITIZENS NEED HOUSING. 2 pages
- CS-5-D A TOWN FACES UP TO CODE ENFORCEMENT. 2 pages
- CS-5-E RURAL CITIZENS NEED BETTER HOUSING FACILITIES. 4 pages
- CS-5-F A CITY SOLVES ITS HOUSING PROBLEMS. 2 pages.
- CS-5-G A CITY SUPPLEMENTS ITS LOW-INCOME HOUSING WITH A  
LEASED HOUSING PROGRAM. 3 pages
- CS-5-H "HOUSING, WELFARE AND A CAP'S INVOLVEMENT" -- Welfare  
mothers stage a sit-in at a Housing Authority and a  
CAP becomes involved, 4 pages.

MANPOWER:

- CS-6-A "MANPOWER PROGRAM FOR A RURAL CAP" -- An unsuccessful  
Rural Youth Development Program causes a CAP Director  
to seek help from a Manpower Technical Assistant, 9  
pages.
- CS-6-B "METROPOLITAN MANPOWER PROGRAMMING" -- A manpower  
program suffers from lack of cooperation between a  
CAP and other community agencies, 3 pages.

MOBILIZING LOCAL RESOURCES:

- CS-7-A "INNER CITY" -- A city CAP Board tries to maintain  
and expand programs after federal funds are cut, 3  
pages.
- CS-7-B "RURAL COMMUNITY ACTION PROGRAM" -- The resources of  
community organizations can help a rural CAP continue  
its programs, 5 pages.

CATALOGUE NUMBER  
AND SUBJECT

TITLE OF CASE STUDY

SENIOR CITIZENS:

CS-8-A MORE THAN MEMORIES -- A case study package of the needs of senior citizens, 4 pages.

TO BE WELL FED  
THE FRIENDS OF YESTERDAY

IS THE DOCTOR AN ENEMY?  
A PLACE TO CALL HOME

CS-8-B SENIOR CITIZENS AND PROJECT FIND -- A director gets project off to a good start, 6 pages.

TECHNICAL ASSISTANCE:

CS-9-A HOW DOES AN ANTI-POVERTY AGENCY DEVELOP AND START AN INFORMATION REPORTING SYSTEM? -- A CAP learns to meet requirements for MIS reporting. 5 pages.

CS-9-B WELFARE:

CS-10-A "CAN THEY DO IT THEMSELVES?" -- A CAP Welfare Aide helps a group of welfare mothers plan low-cost or no-cost solutions to their problems. 3 pages

CS-10-B "CASE STUDY OF A WELFARE MOTHER" -- A CAP Welfare Aide plans a guide for an unwed welfare mother. 2 pages

CS-10-C "CASE STUDY OF A WELFARE FAMILY" -- Referrals to the proper community agencies is a problem-solving method used by a CAP Welfare Aide. 2 pages.

CS-10-D MOBILIZING COMMUNITY RESOURCES -- What resources can be used to help welfare family solve problems? 3 pages.

## DISCUSSION STIMULATORS (DS)

Discussion stimulators are problems designed to stimulate discussion during training sessions. The first copy of each discussion stimulator is free. Additional copies can be purchased for 5¢ per sheet. The number of sheets in each discussion stimulator is shown below.

### CATALOGUE NUMBER

|        |   |
|--------|---|
| DS-1   | LOCAL CAP BOARDS OF DIRECTORS, 2 pages.           |
| DS-2   | WHAT IS COMMUNITY ACTION? -- Four definitions.    |
| DS-2-A | In English. 3 pages                               |
| DS-2-B | In Spanish. 3 pages                               |
| DS-3   | URBAN NEIGHBORHOOD COUNCILS, 1 sheet              |
| DS-4   | MAKING HOUSING CODE ENFORCEMENT WORK, 3 pages     |
| DS-5   | URBAN HOUSING PROGRAMS, 3 pages.                  |
| DS-6   | MANAGEMENT INFORMATION SYSTEM (MIS), 1 page       |
| DS-7   | WHAT IS A CAP? -- WHAT IS WELFARE? 5 pages        |
| DS-8   | WHAT IS A CAP HOUSING SPECIALIST? 1 page          |
| DS-9   | NO MORE NONSENSE ABOUT GHETTO EDUCATION, 2 pages. |
| DS-10  | CONSUMER EDUCATION, MATCH TEST. 1 page.           |

## MISCELLANEOUS TRAINING MATERIALS (MTM)

The first copy of each of the following miscellaneous training materials will be sent free. Additional copies can be purchased for 5¢ per sheet. The number of sheets in each item is shown below.

### CATALOGUE NUMBER

### TITLE

|        |   |
|--------|---|
| MTM-1  | WHAT CAPS CAN DO TO HELP LOCAL GOVERNMENT MAKE<br>THE BEST USE OF EXISTING HOUSING, BY BARRY A.<br>PASSETT, 16 pages.               |
| MTM-2  | CAN NEW CAREERS BE CREATED FOR THE POOR?<br>BY GLENN M. PARKER, 4 pages.  |
| MTM-3  | THE WORLD OF POVERTY, BY MICHAEL HARRINGTON --<br>an abstract 1 page.   |
| MTM-4  | TRAINING PACKAGES (WHAT IS TRAINING -- HOW IS<br>IT DONE), 6 pages.   |
| MTM-5  | USING GROUP SELECTION TO RECRUIT THE POOR. 3 pages.   |
| MTM-6  | CITIZEN PARTICIPATION IN URBAN RENEWAL<br>EDMUND M. BURKE -- JOURNAL OF HOUSING<br>JANUARY 1966 (CATI SUMMARY), 4 pages.            |
| MTM-7  | "ALPHABET SOUP FOR ANTI_POVERTY WORKERS", 2 pages.  |
| MTM-8  | ELEMENTS OF DEMOCRACY -- a paper on the principle<br>of public supervision of public goods and services<br>GREGORY SIMMS, 6 pages.  |
| MTM-9  | WHAT IS A SUPERVISOR: BASICS OF SUPERVISION, 3 pages.   |
| MTM-10 | CAP FISCAL OFFICERS QUIZ -- Three completed CAP<br>Component Amendment Form 43s are included, 4 pages.                              |
| MTM-11 | THE POOR BRING ADULT EDUCATION TO THE GHETTO -- A<br>report on a new careers demonstration project by<br>GLENN M. PARKER, 13 pages. |
| MTM-12 | HOUSING TERMS COMMUNITY ACTION WORKERS SHOULD KNOW<br>A Housing Glossary, 6 pages.  |

CATALOGUE  
NUMBER

TITLE

MTM-13

LET'S MAKE REBUILDING CITIES SIMPLE, An abstract -- A Special Report by Edward J. Logue, Administrator of the Boston Redevelopment Authority, 1 page.

MTM-14

DO PEOPLE ON WELFARE HAVE ANY RIGHTS? -- An abstract adapted from "We've Got Rights" by Richard A. Cloward and Frances Fox Piven, THE NEW REPUBLIC, August 5, 1967, 1 page.

MTM-15

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